

SUFFOLK COUNTY DEPARTMENT OF HEALTH SERVICES  
OFFICE OF WASTEWATER MANAGEMENT  
360 YAPHANK AVENUE, SUITE 2C  
YAPHANK, NEW YORK 11980  
(631) 852-5700

**APPLICATION FOR EXTENSION, RENEWAL OR TRANSFER OF EXISTING PERMIT  
TO CONSTRUCT SEWAGE DISPOSAL AND WATER SUPPLY FACILITIES  
FOR OTHER THAN SINGLE FAMILY DWELLINGS**

Before completing this application refer to "Instructions to Renew, Extend or Transfer an Existing Permit for  
Other Than Single Family Residence" on the reverse side of this application.

(If revisions or modifications to the approved plan are proposed, a new application to construct is required.)

1. **EXISTING REFERENCE NUMBER:** \_\_\_\_\_
2. **TAX MAP NUMBER:** District \_\_\_\_\_ Section \_\_\_\_\_ Block \_\_\_\_\_ Lot \_\_\_\_\_
3. **NAME OF APPLICANT** \_\_\_\_\_ **PHONE** \_\_\_\_\_  
(If name is different from original applicant, see instructions for transferring a permit and complete section 6 below.)  
**MAILING ADDRESS** \_\_\_\_\_
4. **NAME OF AGENT** (If not applicant) \_\_\_\_\_ **PHONE** \_\_\_\_\_  
**MAILING ADDRESS** \_\_\_\_\_
5. **DATE OF ORIGINAL APPROVAL** \_\_\_\_\_ (If more than 6 years old, a new application will be required.)
6. **TRANSFER OF PERMIT OR APPLICATION:** I hereby transfer all rights and interest in the above referenced permit to the new applicant named above.  
**SIGNATURE OF ORIGINAL PERMIT HOLDER/AGENT** \_\_\_\_\_  
**PRINT NAME** \_\_\_\_\_ **DATE** \_\_\_\_\_  
**ADDRESS** \_\_\_\_\_ **PHONE** \_\_\_\_\_

Application is hereby made to [ ]**extend**, [ ]**renew**, [ ]**transfer** a permit to construct a water supply and sewage disposal system for this project in accordance with the application, surveys and plans submitted. I hereby certify that I have examined the complete application and the statements therein are true and correct, and that there are no changes, revisions or modifications and that all work shall be done in accordance with the permit and all applicable Town, County, State and Federal Laws and Codes. "Any false statement made herein is punishable as a misdemeanor pursuant to §210.45 of New York State Penal Law."

**SIGNATURE OF APPLICANT/AGENT** \_\_\_\_\_ **DATE** \_\_\_\_\_  
**PRINT NAME** \_\_\_\_\_ **TITLE** \_\_\_\_\_

If you are making substantial revisions or modifications to a project that has already received a permit to construct from the Department, or if the permit is more than six (6) years old, a new application will be required. Follow the instructions as explained in "Submission Requirements For Other Than Single Family Residences" (WWM-003). Renewed permits are subject to any changes in standards enacted after the approval date of the original permit.

DEPARTMENT USE ONLY

Permit is Extended/Renewed/Transferred Until \_\_\_\_\_ Sewage Discharge Approved (GPD) \_\_\_\_\_

Signature of Department Representative \_\_\_\_\_ Date \_\_\_\_\_

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**INSTRUCTIONS TO RENEW, EXTEND, OR TRANSFER AN EXISTING PERMIT  
FOR OTHER THAN SINGLE FAMILY RESIDENCE**

- A. EXTENSION OF EXISTING PERMIT** - A permit to construct issued by the Department may be extended for a period of three (3) years, provided that the request for extension is prior to the date of expiration, as indicated on the previously approved plans, **and there are no substantial revisions to the proposed project**. This includes situations where construction of the project may or may not have started. Permits will be extended only once and a new Department permit number may be assigned. Only one extension will be granted after which applicants must submit a new application. The following items must be submitted to extend a permit:
1. Application form for Extension, Renewal or Transfer for Other Than Single Family Residences (WWM-081). One (1) original and one (1) copy.
  2. One additional print of the proposed site plan (Clearly indicate any revisions to the approved plan).
  3. Application fee: See current Fee Bulletin. **RETURNED CHECKS ARE SUBJECT TO A FEE.**
- B. RENEWAL OF EXPIRED PERMITS** - If your existing permit has expired, it may be renewed for a maximum of three (3) years beyond the date of expiration, provided that **there are no substantial revisions to the proposed project**, or subsequent changes in Department standards. If either occurs, then the project will be treated as a new application. The following items must be submitted to renew an expired permit:
1. Application form for Extension, Renewal or Transfer for Other Than Single Family Residences (WWM-081). One (1) original and one (1) copy.
  2. One additional print of the proposed site plan (Clearly indicate any revisions to the approved plan).
  3. Application Fee: See current Fee Bulletin. **RETURNED CHECKS ARE SUBJECT TO A FEE.**
- C. REVISIONS TO EXISTING PERMITS** - If you are making substantial revisions or modifications to a project that has already received a permit to construct from the Department, a new application will be required. Follow the Instructions as explained in "Application Requirements For Other Than Single Family Residences" (WWM-003). The following are examples of changes that constitute substantial revisions or modifications:
1. An increase in total wastewater design flow.
  2. The addition or relocation of a proposed sewage disposal or water supply system(s) which was not shown on the approved site plans.
  3. Changes in building(s) gross floor area(s) or location.
  4. Changes in the proposed method of sewage disposal or water supply system(s) to serve the project.
- At the discretion of the Department, some minor revisions or modifications may not require complete new applications and fees. For such minor revisions, a minimum of four (4) revised site plans (with the changes clearly marked on at least one plan) must be submitted for approval with a letter explaining what changes are proposed.
- D. TRANSFERRING A PERMIT OR APPLICATION INTO A DIFFERENT NAME** -If you are transferring a permit into a name other than that of the original applicant and you are **not revising the project**, then submit the following items for review:
1. Application form for Extension, Renewal or Transfer for Other Than Single Family Residences (WWM-081). One (1) original and one (1) copy.
  2. One additional print of the proposed site plan (Indicate any changes to the approved plan).
  3. Application fee: See current Fee Bulletin. **RETURNED CHECKS ARE SUBJECT TO A FEE.**